Frequently Asked Questions:
Dental Relocation and Infrastructure Support Scheme (DRISS)
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1. WHAT IS DRISS?
The Dental Relocation Infrastructure Support Scheme (DRISS) is an Australian Government funded program managed by Rural Health Workforce Australia (RHWA) to encourage dentists to relocate to rural and remote locations that are more remote than their existing location. DRISS operates under Scheme Guidelines approved by the Australian Government Department of Health.

2. WHAT ARE THE TYPES OF GRANTS AVAILABLE?
There are two DRISS Grants available. Eligible dentists can apply for the following Grants:
- Relocation
- Relocation and Infrastructure

3. HOW MUCH FUNDING IS AVAILABLE?
The Relocation Grant ranges from $15,000 to $120,000. Payments are based on the remoteness of the Applicant’s original practice location and the Relocation Practice (see question 20).

The Relocation and Infrastructure Grant can be provided for practice infrastructure, refurbishment and general dental equipment up to $250,000.

4. WHEN CAN I APPLY?
DRISS Funding Round is open from 9am 22nd February to 11.59pm 24th March 2016 (AEST). Applicants are only able to submit their Applications during this period. Submitting an application after the closure of Funding Round is not possible.

ELIGIBILITY

5. WHO CAN APPLY FOR DRISS?
Dentists, who are Australian Permanent Residents or Australian Citizens, with unconditional general registration with the Dental Board of Australia, may apply. Dentists must provide general dental services, predominantly in private practice in a location that is classified as more rural, regional or remote than their current or most recent practice.

Applications must be from individual dentists. Practices, companies or organisations are not eligible to apply.

6. CAN DENTAL GRADUATES APPLY FOR DRISS?
New dental graduates who meet the eligibility criteria may apply for DRISS Relocation Grants. Graduates will require six months practice experience in public or private dental practice to be eligible for the infrastructure component of a DRISS Grant.

7. WHAT ARE THE ELIGIBILITY CRITERIA FOR DRISS?
To be eligible, Applicants must:
- have current general registration as a dentist with the Dental Board of Australia (this registration must not be subject to any conditions, undertaking, restriction or supervision requirement)
- be a permanent resident of Australia or an Australian citizen
- provide predominantly general dental services at the Relocation Practice
- be able to deliver private practice or a combination of predominantly private practice with public practice in the Relocation Practice
- work a minimum of 0.5 FTE (15 hours per week) in private practice
- have relocated less than six months before the opening date of funding round or within six months after the opening date of the funding round
- have worked at their current or most recent practice location (Remoteness Area) for a minimum of six months in the last twelve months
- be relocating to provide services in a more rural, regional or remote location.
To be eligible for Relocation and Infrastructure Grants, applicants must also:

- have a minimum of six months’ experience in a private or public practice as at the start date of the funding round
- work full time to receive a full Grant
- not be insolvent at the time of lodging the application.

8. DO I NEED A WORKING WITH CHILDREN CHECK?

It is up to each DR ISS applicant to do the research and confirm if they need a Working with Children Check.

Each state and territory has their own procedures and it is necessary to fulfil the requirements in the jurisdiction in which you are working or intend to work.

You can find out if, as a dentist, you are required to have a Working With Children Check by contacting the relevant State Government agency. This may be the Department of Human Services, the Department of Child Services/Child Protection or Communities (the name varies between States). State Government websites are a good way to look for the relevant agency.

If you receive confirmation that you do not need a Working With Children Check, please include proof of this advice as part of your application.

9. HOW IS THE REMOTENESS OF A LOCATION DETERMINED?

The Australian Government Remoteness Area Classification system (ASGC-RAI) is used to determine the remoteness of a location.

The Australian Government Department of Health provides a website and map locator that allows a person to enter a location into the system to gain an ASGC-RA score. The status of any location is determined using the mapping locator at www.ruralhealthaustralia.gov.au.

10. IS THERE A LIST OF ELIGIBLE LOCATIONS?

Please note that RHWA, as the administrator of the DR ISS Grants, cannot provide a list of eligible locations or areas of need as Applications are not assessed solely on location. It is the responsibility of each applicant to research locations to be confident that the location will be suitable. There are organisations that may be able to provide information of assistance. Some examples include:

- Rural Workforce Agencies in each State and the Northern Territory (see Q 36 What support is provided during the Grant)
- Australian Bureau of Statistics and
- Local Councils/Regional Plans.

11. ARE SPECIALIST DENTISTS (PERIODONTIST, ENDODONTIST, PROSTHODONTISTS AND SURGEONS) ELIGIBLE?

Dentists providing solely specialist services are not eligible for DR ISS. Applicants must provide predominately general dental services to be considered eligible.

12. IS DR ISS AVAILABLE FOR OVERSEAS-TRAINED DENTISTS?

Overseas-trained dentists and citizens of New Zealand are welcome to apply provided they have Permanent Residency or are Australian Citizens and are registered with the Dental Board of Australia. All Applicants, including overseas-trained dentists, will be required to meet all the eligibility requirements.

For overseas applicants who do not have at least six months experience working in Australia, they will be eligible for the minimum Relocation Grant of $15,000, regardless of the RA classification of the Relocation Practice.

13. DO I NEED TO BE WORKING FULL TIME TO APPLY?

Full time is defined as a minimum of 30 clinical hours per week. Applicants must work a minimum of 15 clinical hours per week to be eligible for both Relocation and Relocation and Infrastructure Grants.

To receive the full Infrastructure Grant, applicants must work full time (30 clinical hours per week).
14. I HAVE ALREADY RELOCATED. AM I STILL ELIGIBLE TO APPLY FOR THE RELOCATION AND INFRASTRUCTURE GRANT?

You are eligible to apply if you commenced within six months prior to the opening of the Funding Round at the Relocation Practice. Any relocations occurring before that time are not eligible. Reimbursement is not available for expenditure relating to infrastructure costs that occurred more than six months before the opening of the Funding Round.

15. CAN I APPLY FOR THE RELOCATION AND INFRASTRUCTURE GRANT IF I AM JOINING AN EXISTING PRACTICE?

Applicants who are relocating to join an existing Private Practice are eligible to apply for both the Relocation Grant and the Relocation and Infrastructure Grant. Grant payments will only be made to the Applicant (the relocating dentist) and not to the practice.

ASSESSMENT

16. HOW ARE APPLICATIONS ASSESSED?

Eligible applications are assessed against the eligibility criteria and are considered by an Independent External Assessment Committee.

The Guidelines specify the criteria the Independent External Assessment Committee will use to consider applications – See Appendix B of the DRISS Guidelines.

For Relocation Only Grants, the Committee takes into account a range of factors when considering applications, and may seek independent advice. The Committee considers the following:

- Application meets the eligibility criteria
- Referee Checks
- Remoteness Area Classification
- Dental Location Needs Criteria (see Appendix B of the Guidelines)
- Whether previous Relocation Grants have been provided to dentists located in the same or nearby location
- Funds Available.

For Relocation and Infrastructure Grants, the Committee takes into account a range of factors when considering applications, and may seek independent information about the location from local Rural Workforce Agencies (RWAs) and the Australian Dental Association (ADA) The Committee considers the following:

- Application meets the eligibility criteria
- Referee Checks
- Remoteness Area Classification
- Dental Location Needs Criteria (see Appendix B of the Guidelines)
- Service Model Criteria (see Appendix B of the Guidelines)
- Business Case and Value for Money Criteria (see Appendix B of the Guidelines)
- Whether previous Relocation Grants have been provided to dentists located in the same or nearby location
- Funds Available.

17. CAN I USE MY CURRENT COLLEAGUE AS MY REFEREE?

Two professional referees and one personal referee will be sought. Your current employer may be a referee. Other DRISS Applicants are not eligible to be a referee.

18. WHEN WILL I BE ADVISED OF THE OUTCOME?

It takes approximately 10-12 weeks for each Round process to be completed. Round 6 applicants will be advised of the outcome of their Grant Application by the end of June 2016.

19. DO I HAVE TO PAY TAX ON THIS GRANT?

RHWA recommends that you seek independent financial advice prior to applying for a DRISS Grant. The Australian Taxation Office (ATO) deems the DRISS Grant as ‘assessable income’ and Applicants are obligated under Tax Law to declare the receipt of the Grant to the ATO in their annual tax return.
RELOCATION GRANTS

20. HOW IS MY RELOCATION GRANT CALCULATED?
Payments are based on an Applicant's current/most recent practice location (or location of university for recent graduates) and their Relocation Practice location as determined by the Australian Standard Geographical Classification – Remoteness Area (ASGC-RA).

The Relocation Grants range from $15,000 up to $120,000. The Relocation Grant amount is calculated as follows:

<table>
<thead>
<tr>
<th>RELOCATING FROM:</th>
<th>LOCATION TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inner Regional (ASGC-RA2)</td>
<td>Inner Regional (ASGC-RA3)</td>
</tr>
<tr>
<td>Major Cities (ASGC-RA1)</td>
<td>$15,000</td>
</tr>
<tr>
<td>Inner Regional (ASGC-RA2)</td>
<td>$15,000</td>
</tr>
<tr>
<td>Outer Regional (ASGC-RA3)</td>
<td></td>
</tr>
<tr>
<td>Remote (ASGC-RA4)</td>
<td></td>
</tr>
</tbody>
</table>

21. HOW LONG IS THE RETENTION PERIOD FOR THE RELOCATION GRANT?
Successful practitioners will be subject to a 12-month Retention Period. During this period, practitioners must meet the hours set out within the Grant Agreement and work a minimum of 46 weeks.

22. WHAT INFORMATION DO I NEED TO PROVIDE TO RECEIVE PAYMENT?
Successful Applicants will be required to provide evidence of services provided, correctly rendered invoices and completion of relevant survey. RHWA will provide templates to be completed via the online portal used to make your application.

23. HOW LONG WILL I BE CONTRACTED TO FULFIL THE OBLIGATION WITH THE DRISS PROGRAM?
The Retention Period is 12 months for a Relocation Only Grant.

RELOCATION AND INFRASTRUCTURE GRANTS

24. HOW LONG IS THE RETENTION PERIOD FOR THE RELOCATION AND INFRASTRUCTURE GRANT?
The Retention Period is 24 months for the Relocation and Infrastructure Grant. During this period, practitioners must meet the hours set out within the Grant Agreement and work a minimum of 46 weeks each year.
CONTRACTING, PAYMENTS AND EVIDENCE REQUIREMENTS

25. IF I AM SUCCESSFUL IN RECEIVING A GRANT, WHAT HAPPENS NEXT?
Successful applicants will enter a Grant Agreement that will outline the terms and conditions of the Grant. This will include payment processes and requirements. A copy of the template Grant Agreement will be available from the RHWA website during the Funding Round.

26. WHAT ARE DRISS PAYMENTS AND EVIDENCE REQUIREMENTS?
Under the RHWA Grant Agreement, DRISS recipients are required to adhere to stipulated payment and reporting requirements. The following table summarises the payments and evidence requirements for each grant:

<table>
<thead>
<tr>
<th>Grant</th>
<th>Payment</th>
<th>Evidence and Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation</td>
<td>• 50% at 6 months after Retention Start date</td>
<td>• Service provision evidence</td>
</tr>
<tr>
<td></td>
<td>• 50% at end retention period</td>
<td>• Practitioner Tax Invoice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Commencement and End of Retention Surveys</td>
</tr>
<tr>
<td>Relocation and Infrastructure</td>
<td>Relocation Component</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Existing practice:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 50% 6 months after Retention Start Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 50% 12 months after Retention Start Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>100% after Retention Start Date</td>
<td></td>
</tr>
<tr>
<td>Infrastructure</td>
<td>• 40% at Agreement Start Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 40% at Service Commencement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 20% at end of Retention period</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Based on evidence of expenditure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Service provision evidence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Practitioner Tax Invoice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Evidence of infrastructure expenditure e.g. supplier tax invoice and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>proof of payment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Surveys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commencement, 12 month and End of Retention surveys</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Data Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 Data reports per year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• January to June period</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• July to December period</td>
<td></td>
</tr>
</tbody>
</table>

* Retention Start Date is the later of the agreement start date OR commencement of dental services.

27. FOR SUCCESSFUL RELOCATION GRANT PRACTITIONERS, WHEN IS THE PAYMENT RECEIVED?
Payments are made based on the Retention Start Date. The Retention Start Date is either:
- the date the Grant agreement commences (soon after you provide RHWA with the signed copies of your Agreement, your Agreement will be executed – this is the Agreement Start Date) OR
- the date that you commence providing services in the relocation practice, whichever is the later date.

Where an Applicant is joining an existing practice, they will receive 50% of the funding after six months from the Retention Start Date and the remaining 50% at the End of the Retention Period of 12 months.

Once you submit your payment claim, payments will be made within 28 days, subject to receipt of correct documentation.

28. FOR SUCCESSFUL RELOCATION AND INFRASTRUCTURE GRANT PRACTITIONERS, WHEN IS THE PAYMENT RECEIVED?
For the Infrastructure component of the Grant, subject to receipt of correct invoices and evidence, payments are eligible to be claimed as follows:
- 40% at Agreement Start Date
- 40% at Service Commencement
- 20% at end of Retention period.

Evidence to be provided to receive payment for the Relocation and Infrastructure Grant will be detailed in your RHWA Grant Agreement. (Also refer to Question 25 for payment and reporting summary)

RHWA will provide templates to be completed via the on-line portal to help you with your reporting under the RHWA Grant Agreement.
29. **IF I AM UNSUCCESSFUL, CAN I APPLY AGAIN IN ANOTHER ROUND?**

Yes, you can apply if you have relocated within six (6) months prior to the opening of that funding round or will relocate within six (6) months after the opening of the funding round.

30. **IF I AM SUCCESSFUL, CAN I DEFER ACCEPTANCE OF A GRANT?**

No.

31. **CAN I START A SECOND SERVICE IN THE SAME LOCATION OR MOVE MY EXISTING PRACTICE IN THE SAME LOCATION?**

The DRISS program goal is to locate dentists to rural and remote communities and rural dentists to a more remote location than their existing service site. The Guidelines do not permit dentists to relocate within the same ASGC-RA location.

32. **CAN I TAKE LEAVE DURING THE RETENTION PERIOD?**

Yes. DRISS permits Successful Applicants to take up to six (6) weeks leave in a 12-month period based around four (4) weeks Annual Leave plus the normal Christmas to New Year business closure period. Any period of more than six (6) weeks must be approved beforehand by RHWA, with Applicants applying in writing and aligning their reasons with the Guidelines.

33. **CAN I TAKE SICK LEAVE DURING THE RETENTION PERIOD?**

Yes. If you take Sick Leave, we would expect you to notify us and follow the process under our contract to vary the Retention Period if necessary.

34. **DO I NEED AN ABN?**

You will not need an ABN to apply for the DRISS Grant. However, it is a requirement that Successful Applicants must have an individual/sole trader ABN, registered for GST, in order to have the Agreement executed and to receive payments.
FURTHER INFORMATION

35. WHERE CAN I FIND THE GUIDELINES?
The Guidelines are available on the DRISS website located at www.rhwa.org.au/DRISS. All applicants should read the guidelines and refer to them when developing their application.

36. WHAT SUPPORT IS PROVIDED DURING THE GRANT?
Applicants are encouraged to contact the DRISS team to discuss any issues in relation to the Grant.

Phone  1800 475 433
9am-5pm (AEDT) Monday to Friday
Email  DRISS@rhwa.org.au
Website  www.rhwa.org.au/DRISS
Postal  Rural Health Workforce Australia
       Suite 2, Level 5, 10 Queens Road
       MELBOURNE VIC 3004

RHWA has affiliated organisations in each state and territory of Australia known as Rural Workforce Agencies (RWAs) that provide information and referral support to successful Applicants. RWAs visit Applicants to monitor progress and participation under the Grant Agreement.

RWAs are located as follows:

**New South Wales**
NSW Rural Doctors Network
www.nswrdn.com.au
02 4924 8000

**Victoria**
RWAV
www.rwav.com.au
03 9349 7800

**South Australia**
RDWA
www.ruraldoc.com.au
08 8234 8277

**Queensland**
Health Workforce Queensland
www.healthworkforce.com.au
07 3105 7800

**Western Australia**
Health Workforce West
www.ruralhealthwest.com.au
08 6389 4500

**Tasmania**
Health Recruitment Plus
www.healthrecruitmentplus.com.au
03 6334 2355

**Northern Territory**
Northern Territory Primary Health Network
www.ntphn.org.au
08 8982 1000

37. WHERE CAN I ACCESS INFORMATION ABOUT DRISS?
Web:  www.rhwa.org.au/DRISS
Email:  DRISS@rhwa.org.au
Phone:  1800 475 433
(Monday to Friday 9.00 am to 5.00 pm AEDT)
Post:  DRISS
C/- Rural Health Workforce Australia
Suite 2, Level 5, 10 Queens Road
MELBOURNE VIC 3004